

**NOTICE OF CITY OF BEDFORD
CIVIL SERVICE ENTRANCE EXAMINATION
FOR POLICE OFFICER**

**WRITTEN TEST
SATURDAY, APRIL 7, 2018 AT 9:00 A.M.**

Applications and requirements can be downloaded from the City of Bedford website at www.bedfordoh.gov or picked up at Bedford City Hall, 165 Center Road, Bedford, Ohio 44146. Applications, with all the testing requirements will be available beginning Monday January 29th, 2018. Applications must be returned in person beginning Monday, January 29, 2018 and no later than Wednesday, March 21, 2018 by 4:00 p.m.

Please note that there is a Physical Agility Test component, and a Certificate confirming the same which must be obtained from Cuyahoga Community College dated any time after April 8th, 2017.

Cost for the exam will be \$25.00 cash or money order and will be accepted at the time of registration.

The City of Bedford is an Equal Opportunity Employer

Police Officer Exam – City of Bedford

The City of Bedford Civil Service Commission will be establishing a list of candidates for the position of police officer for the Bedford Police Department. The written test will be administered on Saturday, April 7, 2018, at 9:00 a.m. at Bedford High School Cafeteria, 481 Northfield Road, Bedford, Ohio 44146. Candidates must have a valid Tri-C physical agility certificate by March 21, 2018. Certificates from previously taken physical agility exams will be accepted if issued any time after April 8, 2017. Applicants needing to register for the January 28, February 18, or March 11th, 2018 physical agility test may do so by contacting Tri-C at 216-987-3033.

The City of Bedford Civil Service Commission will be awarding additional points for City of Bedford Residency, Military Service, O.P.O.T.A, Sworn Police Officer, Associates and or a Bachelor College Degree from an accredited University. Qualified candidates must have at least a high school diploma or G.E.D., and valid driving privileges. All applicants must provide copies of the above transcripts, certificates, and proof of residency when filing the application to received additional points.

In addition candidates will be required to sign up for the written exam and complete a City of Bedford candidate application package which must be filed with the City of Bedford's Finance Department from the period 9:00 a.m. on January 29, 2018 through 4:00 p.m. on March 21st, 2018. Cost for this exam will be \$25.00 cash or money order and will be accepted at the time of registration. This application package will include information on how to obtain points for City of Bedford Residency, Military Service, O.P.O.T.A. or Sworn Police Officer, Associates or Bachelors College Degree. The applicant must return the completed application in person with a photo ID. Applications are available on the City's website at www.bedfordoh.gov or at Bedford City Hall, 165 Center Road, Bedford, Ohio 44146. Candidates will be finger printed at the time of filing application and at the written exam site. Candidates will be required to successfully complete an extensive background investigation, polygraph examination, psychological examination, drug testing (the City of Bedford Civil Service Commission utilizes the FBI Employment Drug Use Disqualifiers for any job candidates), personal interview, and medical exam. The tie breaker between candidates will be the fastest time from the police physical agility exam's 1 1/2 mile run.

The City of Bedford is an equal opportunity employer.

Sign up Number: _____

City of Bedford
Civil Service Commission

Application for the Police Officer Examination

*This Application **Must** be completed with pen or typewriter.*

Name (print)

Last Name

First Name

Middle Initial

Address

Phone No.

() _____

Additional No.

() _____

Below list three additional phone numbers in which the City can contact you if not available at the number listed above. This may include cell number, pager number or the number of a relative or friend that would know how to contact you. The applicant is responsible for notifying the City of Bedford Civil Service Commission of any changes in regards to address, phone numbers, etc. The Civil Service Commission reserves the right to remove a candidate for non-compliance of current address and or phone numbers .

Area Code

Phone Number

Name

Area Code

Phone Number

Name

Area Code

Phone Number

Name

E-Mail Address:

Ohio Driver's License Number:

Are you're a citizen of the United State?

Yes _____

No _____

Name (print): _____
 Last Name *First Name* *Middle Initial*

Signature: _____

Right Hand Thumbprint

Witnessed By

Witnessed By

Please check the following that apply to you. Maximum number of points is 7.

_____ Bachelor Degree (2 points) or Associates Degree (1 point) transcript or certificate of degree at time of filing (capped at 2 points).

_____ Ohio Peace Officer Training Certificate (1 point) Basic training 695 hrs. or Sworn Police Officer (2 points) police badge or photo id from dept. (capped at 2 points)

_____ Military Service (2 points) copy of DD214 form with honorable discharge & reentry eligibility code that reflects this status. The following US Army re-entry eill not be acceptable for additional points; however, not limited to: RE-4R, most RE-3's and some RE-2's

_____ Residency (1 Point) Candidate living within the City of Bedford at least 6-months prior to the written exam date (November 7, 2017).

_____ ***Total Points (Max is 7 points)***

*****NOTE: In order to determine eligibility for additional points, the above papers must be presented at the time of filing this application.***

Before signing this application, read over your answers to each question to determine that accuracy and completeness of your responses. This application must be notarized prior to filing it with the Civil Service Commission.

"My signature will signify that I will have reached the age of twenty-one(21) by the date of the written examination. I swear / affirm that all statements made by me are true, complete and correct to the best of my knowledge. I am aware that any false statement made by me will be sufficient cause for excluding me from participating in the examination and / or removing my name form any eligibility list established by the Civil Service Commission as a result of this examination. I also understand the at the Civil Service Commission reserves the right to remove my name from the list if I fail to notify the Commission of any changes in regards to address, phone numbers or other contact information.

_____ Date

_____ Applicant's Signature

SWORN TO AND SUBSCRIBED BEFORE, A NOTARY PUBLIC, THIS _____ DAY OF _____ 2018.

_____ Notary Signature

_____ Notary Address

DRUG USE POLICY / CITY OF BEDFORD OHIO / DRUG USE POLICY BEDFORD POLICE EMPLOYMENT DRUG POLICY

The Bedford Police Department is firmly committed to a drug-free society and work place. Therefore, the unlawful use of drugs by the Bedford Police Department is not tolerated. Furthermore, applicants for employment with the Bedford Police Department who currently use illegal drugs will be found unsuitable for employment. The Bedford Police Department does not condone any prior unlawful drug use by applicants. We realize however, some otherwise qualified applicants may have used drugs at some point in their pasts. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the Bedford Police Department to maintain a drug-free workplace and the public integrity necessary to accomplish the Bedford Police Department's intelligence and law enforcement missions. Applicants who do not meet the criteria should not apply for any position within the Bedford Police Department.

CRITERIA: Under the Bedford Police Departments current Employment Drug Policy, an applicant will be found unsuitable for employment if they:

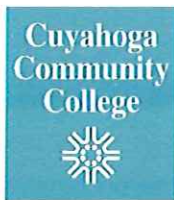
- Deliberately misrepresent their drug history in connection with their application for employment.
- Have used marijuana within the three (3) years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state), or have extensively used marijuana over a substantial period of time. The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms. A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.
- Have used any illegal drug, other than marijuana, within the ten (10) years preceding the date of the application for employment. This includes recreational use of prescription drugs not prescribed to you by a physician.
- Have ever used any psychedelic drugs including but not limited to LSD, mushrooms, and Ecstasy.
- Have sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.
- Have ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?

You can easily determine whether you meet the Bedford Police Department's drug use policy by answering the following questions:

1. Have you misrepresented your drug history in your application for employment?
2. Have you used any form of marijuana within the last three years?
3. Have you used any illegal drug within the last ten years?
4. Have you ever used psychedelic drugs?
5. Have you ever sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.
6. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?

IF YOU ANSWERED "YES" TO ANY OF THESE QUESTIONS, YOU ARE NOT ELIGIBLE FOR EMPLOYMENT WITH THE BEDFORD POLICE DEPARTMENT.

INITIAL HERE _____



Public Safety Training Center
Police Agility Program
WESTERN CAMPUS
11000 W. PLEASANT VALLEY RD.
PSTC BLDG., STE. 221
PARMA, OH 44130
PHONE: 216-987-3033

Dear Candidate,

Congratulations on your choice of a career in Law Enforcement. The Agency you are testing with has contracted with Cuyahoga Community College to provide the Police Physical Agility Exam. The Police Agility Exam is the result of years of research and practical application. The assessment have been validated by scientific research, and will be administered impartially and fairly at a neutral test site. The test site will be Cuyahoga Community College's Western Campus in Parma, Ohio. **We strongly recommend you consult with your personal physician before taking the agility exam.**

A registration form is enclosed with this packet. You must register and have payment in by **4:00 pm on the Wednesday before your Exam Date (always on a Sunday).** Upcoming test date: [See Agility Dates on next page.](#) You are solely responsible for meeting any deadlines set by the agency you are testing for, at this time. The cost for the Physical Agility Exam is \$60 and it is mandatory. Please call 216-987-3033 to register. Payment is due at the time of registration.

You are required to report to the Western Campus in Parma (11000 Pleasant Valley Road, Parma, Ohio 44130), to the Public Safety Training Center. Visit our website, www.tri-c.edu, for a campus map (bottom of home page). Sign-in and start times will be provided at time of registration. If you do not arrive by the start time provided, YOU WILL **NOT** BE TESTED and there is NO REFUND. You **must** bring a valid Identification Card WITH YOUR PICTURE ON IT, or you will not be admitted into the test facility.

The Police Agility Program does not mail out confirmations. Cancellation notice must be given three (3) business days prior to the test. NO REFUNDS will be given after the registration cut-off date for the test and/or the test date itself.

We wish you the best of luck. Please call if you have any questions.

Sincerely,

Carrie Havens

Carrie Havens
Coordinator
Public Safety Training Center
Office: 216-987-3033
Email: carrie.havens@tri-c.edu

POLICE OFFICER PHYSICAL AGILITY EXAM INFORMATION

Cuyahoga Community College will issue a certificate of completion to candidates who successfully pass the Police Officer Standardized Physical Agility exam. It is the candidate's responsibility to provide the agency or agencies he/she is testing for with a copy of their certificate of completion. The certificate will be valid for one year, unless otherwise stated by the agency the candidate is testing for.

Prerequisites for Police Officer Agility Exam

1. Must register and pay testing fee by the Wednesday prior to the start date.
2. Must show photo ID to be permitted into the testing area.
3. Must complete candidate packet provided the day of testing.

It is suggested that candidates dress appropriately, as testing may take place outdoors – weather permitting. It is recommended that candidates wear athletic shoes with good traction.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing.

For information: call 216-987-3033

REGISTRATION INFORMATION

All registration will close at 4:00 pm the Wednesday prior to the test date. Applicants will not be sent notifications/confirmations.

To Register in person: Stop by the Public Safety Training Center Office Room 221 at the Western Campus of Cuyahoga Community College.

To Register by phone: Payment must be by credit/debit card 216-987-3033

Registration Deadline: 4:00 p.m., the Wednesday prior to the test date.

Refund Policy: Participants will receive a full refund if cancelled by the Wednesday prior to the start date. No refunds thereafter.

Parking: is free as long as you do not park in the Faculty/Staff area.

Directions to Campus: Exit I-71 at Bagley Road and go East. Exit I-77 at Pleasant Valley Road and go West. Exit The Ohio Turnpike at Exit 10 to I-71 North. The Campus is located at the corner of Pleasant Valley and York Roads, 11000 Pleasant Valley Rd., Parma, OH. Public Safety Training Center is a stand-alone building located to the rear of the Main buildings.

POLICE OFFICER PHYSICAL AGILITY EXAM

FEE: \$60.00

TIME: Check in: 7am-8am
Test start time: 8am
***EXCEPT: February & March**
Check in: 9am-10am
Test start time: 10am

LOCATION: Tri-C, Western Campus
Public Safety Training Center

DATE(S): January 28, 2018
February 18, 2018*
March 11, 2018*
April 15, 2018
May 20, 2018
June 10, 2018
July 22, 2018
August 5, 2018
September 9, 2018
October 14, 2018
November 18, 2018
December 16, 2018

CLASS SIZE: 10 Minimum/100 Maximum

Registration must be completed and paid prior to the test as explained above. Applicants must sign-in prior to start of the test. Late arrivals will not be tested. If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

WRITTEN/COGNITIVE ASSESSMENT & PRE-SCREENING PSYCHOLOGICAL ASSESSMENT:

FEE: \$60.00 each assessment

TIME: TBD

LOCATION: Tri-C, Western Campus,
Public Safety Training Center

DATE(S): Call for upcoming dates.

CLASS SIZE: 10 Minimum/100 Maximum

Registration must be completed and paid prior to the test as explained above. Applicants must sign-in prior to start of the test. Late arrivals will not be tested. If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

**Cuyahoga Community College
Public Safety Training Center
Law Enforcement Division
Police Agility Program**

Preparing for the Police Physical Agility Exam

WHAT TEST STANDARDS MUST BE MET?

There are three events that must be successfully completed to receive a Cuyahoga Community College Certificate of Completion. Each event is scored separately and the participant must meet the standard on each and every event to a certificate. The standards are as follows:

COOPER INSTITUTE OF AEROBIC RESEARCH STANDARDS					
30 th percentile					
AGE		20-29	30-39	40-49	50-59
MEN	1.5 Run	13:08	13:48	14:33	16:16
	Sit-Ups (1 Minute)	35	32	27	21
	Push-Ups (1 Minute)	26	20	15	10
WOMEN	1.5 Run	15:52	16:38	17:22	18:59
	Sit-Ups (1 Minute)	30	22	17	12
	Push-Ups (1 Minute)	13	09	07	09*

*Modified push-ups.

HOW TO PREPARE FOR THE TEST?

PHYSICAL FITNESS ASSESSMENT PREP / TRAINING ROUTINES						
WEEK	MAX PUSHUPS & SIT-UPS 3X/WEEK Determine your max push-up/sit-ups; this will be the initial training repetition dose (ITRD). Add 2 repetitions for each successful week.		1.5 MILE RUN The progressive routine below is proven to gradually increase your running endurance. If applicable, you may advance the schedule on a weekly basis and then proceed to the next level.			
	SETS	REPS	ACTIVITY	DISTANCE	MAX TIME	FREQUENCY
1	1	ITRD	Walk	1 mile	17-20 min	5x/week
2	2	ITRD+2	Walk	1.5 miles	25-29 min	5x/week
3	3	ITRD+4	Walk	2 miles	32-35 min	5x/week
4	3	ITRD+6	Walk	2 miles	28-30 min	5x/week
5	3	ITRD+8	Walk / Jog	2 miles	27 min	5x/week
6	3	ITRD+10	Walk / Jog	2 miles	26 min	5x/week
7	3	ITRD+12	Walk / Jog	2 miles	25 min	5x/week
8	3	ITRD+14	Walk / Jog	2 miles	24 min	5x/week
9	3	ITRD+16	Jog	2 miles	23 min	4x/week
10	3	ITRD+18	Jog	2 miles	22 min	4x/week

PUBLIC SAFETY TRAINING CENTER: ADVANCED TRAINING REGISTRATION

REGISTRATION OPTIONS

BY FAX: (216) 987-0639

Credit card or Department purchase order only

SCAN TO EMAIL: Carrie.Havens@Tri-C.edu

Credit card or purchase order only

IN-PERSON:

Credit card, purchase order, check or money order at our Western Campus, Public Safety Training Center located at:
7029 Homewood Avenue
Parma Heights, Ohio 44130

BY MAIL:

Credit card, purchase order, check or money order to:
Cuyahoga Community College
KeyBank PSTC, ATTN: Carrie Havens
11000 Pleasant Valley Road
Parma, Ohio 44130-5113

**Tri-C is not responsible for lost or misdirected mail*

BY PHONE: (216) 987-3033

Police Agility Exam, Written Cognitive, and/or Pre-Screening Psychological Assessments ONLY.
Credit card only- have your payment information available

REGISTRATION INFORMATION

APPLICANTS WILL NOT BE SENT NOTIFICATIONS OR CONFIRMATIONS.

REGISTRATION / CANCELLATION DEADLINES:

Police Agility Exam, Written Cognitive, and/or Pre-Screening Psychological Assessments each have deadlines of 4PM the Wednesday prior to the Assessment date. ALL OTHER Advanced Training courses have deadlines of one (1) week prior to their start dates.

REFUND POLICY:

Participants will receive a full refund if cancelled by the registration deadline date. There will be NO refunds thereafter. If you register for the test and do not cancel by the registration deadline, you WILL be billed for the test.

PARKING:

Available in front & back lots of the KeyBank Public Safety Training Center building on Western Campus.

DIRECTIONS TO CAMPUS:

Exit I-71 at Bagley Road and go East
Exit I-77 at Pleasant Valley Road and go West
Exit the Ohio Turnpike at Exit 10 to I-71 North
The Campus is located at the corner of Pleasant Valley and York Roads.

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Social Security Number- last 4 digits REQUIRED

Address _____
Number Street Apt. No.

City State Zip County

Home Phone -
Area Code

Cell Phone -
Area Code

Email _____

Date of Birth: - -
Month Day Year

Have you ever been convicted of a sexual related offense or a violent crime against a minor? ☐ Yes ☐ No

Gender: ☐ Male ☐ Female U.S. Citizen: ☐ Yes ☐ No
Are You a Veteran: ☐ Yes ☐ No

Ethnic Background:

☐ BLACK ☐ AMERICAN INDIAN OR ALASKAN
☐ WHITE (NON-HISPANIC) ☐ ASIAN, PACIFIC ISLANDER, OR INDIAN SUBCONTINENT
☐ HISPANIC ☐ OTHER

EMPLOYMENT INFORMATION

Complete this area if you are testing for a Department/Agency

Department Name _____

Phone -
Area Code

Address _____
Number Street

Ext. _____

City State Zip County

Fax -
Area Code

PAYMENT INFORMATION

☒ Bill Department, (via attached P.O. or 3rd Party Authorization Form) ☐ Check or Money Order (enclosed & payable to Cuyahoga Community College)

☐ Mastercard Account Number _____ Security Code _____
☐ Visa Name on Card _____ Exp. Date _____
☐ Discover Signature _____
☐ Amer. Express

COURSE NO.	COURSE TITLE	START DATE	FEE
	Police Agility Exam		\$60.00

Signature (required) _____ TOTAL _____

IMPORTANT PAYMENT INFORMATION

Effective July 15, 2014, a 2.4 percent service fee will apply to all payments made by credit card for Cuyahoga Community College (Tri-C®) tuition, fees and other student account charges.

**Cuyahoga
Community
College**

